

Business and Information Technology

Equipment Resource Guide

Commonwealth of Virginia
Department of Education
Richmond, Virginia 23218

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EQUIPMENT AND WORK STATION

DEFINITIONS AND CLARIFICATIONS

DEFINITIONS

- A. "Equipment" means any instrument, machine, apparatus, or set of articles that meets all of the following criteria:
1. It retains its original shape, appearance, and character with use;
 2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
 3. It is non-expendable;
 4. Under normal use, it can be expected to serve its principal purpose for at least one year; and
 5. Excludes supplies and materials as defined by the Virginia Department of Planning and Budget's Expenditure Structure, Part II.A 1300, Supplies and Materials, May, 2000.
- B. "Work station" means an area in a classroom/laboratory that includes the necessary environment, instructional and consumable materials and equipment to enable each student to accomplish competencies within a career and technical education course.

CLARIFICATIONS

- C. Students who use computers as the primary device for classroom or laboratory instruction should have access to such equipment on a one-to-one ratio.
- D. Software and/or courseware should be networked or installed on each individual computer.
- E. Use of tool kits/sets for classroom/laboratory use should be provided on a one-to-one ratio.
- F. Equipment, including tool kits/sets used for individual or group instruction should be provided in sufficient numbers to ensure that each student has the opportunity to obtain the essential competencies within an allowed instructional time frame.
- G. "Modular Laboratory" means an environment that is organized such that students rotate among content modules in which all of the instructional materials and equipment are provided, requiring minimal assistance or instruction from the teacher. Modular equipment is usually designed for a maximum of two students per work station.

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Equipment List

No. Item	Quantity*
1 ANTI-STATIC MATS (EITER STRAPS OR MATS)	30
2 ANTI-STATIC WRIST STRAPS (EITHER STRAPS OR MATS)	1 Per Workstation
3 CABLE – CATEGORY 5 OR 6	200 ft.
4 CABLE CRIMPERS	5
5 CALCULATOR OR CALCULATOR WITH LARGE KEYS FOR SPECIAL NEEDS	30
6 CD DUPLICATOR	1
7 CD - RW DRIVES/RECORDERS, INTERNAL/EXTERNAL	30
8 CHAIR, ADJUSTABLE ARMREST	30
9 CHAIR, ADJUSTABLE ARMREST AND LOCKING CASTER	30
10 CHAIR, ADJUSTABLE UPHOLSTERED, W/CASTERS	30
11 CHAIR, ADJUSTABLE STANDARD	30
12 COMPUTER MONITORS FOR DEMONSTRATION, PROJECTION, AND MULTIMEDIA	1
13 COMPUTER LCD OVERHEAD PROJECTION UNIT	1
14 COMPUTER UPGRADE DEVICES	30
15 COMPUTER REPAIR TOOL KIT (SMALL)	15
16 CONNECTORS – RJ45	5 per student
17 COPIER, PLAIN PAPER	1
18 DEMONSTRATION WORK CENTER/SMART TEACHER WORK STATIONS OR INDIVIDUAL DEVICES	1
19 DESKTOP PRESENTERS (TEACHER DEMONSTRATION/PROJECTION DEVICES)	1
20 DICTATION-TRANSCRIPTION UNIT, W/COURSEWARE	30
21 DIGITAL PENS FOR HANDWRITING RECOGNITION	30
22 DVD PLAYER	1
23 EDITING SYSTEM (NON-LINEAR)	1
24 FAX MACHINE	1
25 FILE CABINET, 4- OR 5-DRAWER	3
26 FOLDING MACHINE	1
27 HANDWRITING RECOGNITION SLATES/TABLETS—WACOM GRAPHIRE 2 TECHNOLOGY OR HIGHER	30
28 HEADPHONES	30
29 HUB/SWITCH/ROUTER	2

(*) The quantity on software, one (1), refers to a classroom set or a site license, i.e. one software item per computer in any business computer laboratory.

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No.	Item	Quantity*
30	INTERACTIVE WHITE BOARD (E.G., SMART BOARD)	1
31	INTERNET CONNECTION FOR CLASSROOM LABORATORIES	1
32	KEYBOARD-SPECIAL (NON-STANDARD)	15
33	KEYBOARD HANDREST	30
34	LAMINATION EQUIPMENT	1
35	LCD PROJECTOR	1
36	MICROCOMPUTER SYSTEM, LAPTOP OR NOTEBOOK UNIT (COMPLETE W/ALL STD. PERIPHERALS)	30
37	MICROCOMPUTER SYSTEM, LOCAL-AREA NETWORKED STATION (COMPLETE W/ALL STD. PERIPHERALS)	30
38	MICROCOMPUTER SYSTEM, SERVER FOR NETWORKED STATION (COMPLETE W/ALL STD. PERIPHERALS)	1
39	MICROCOMPUTER SYSTEM, STAND-ALONE (COMPLETE W/ALL STD. PERIPHERALS)	30
40	MICROCOMPUTER SYSTEM, TABLET PERSONAL COMPUTERS	30
41	MICROMICROCOMPUTER SYSTEM, WITH REMOVABLE HARD DRIVES	30
42	MICROCOMPUTER SYSTEM, WITH DVD DRIVES	30
43	MICROCOMPUTER SYSTEM, WITH EXTERNAL HARD DRIVES	30
44	MICROCOMPUTER SYSTEM, WITH USB FLASH DRIVES (USB DRIVES, MINIMUM 1 gig)	30
45	MICROCOMPUTER SYSTEM, WITH ZIP DRIVES	30
46	MICROPHONES	30
47	MODEM	30
48	MONITORS (COMPUTER)	30
49	MOUNTING DEVICES FOR DEMO COMPUTER MONITORS, PROJECTION, ETC.	1
50	MULTIMEDIA, BINDING SYSTEM	1
51	MULTIMEDIA, DIGITAL CAMERA	10
52	MULTIMEDIA, DIGITAL VIDEO CAMERA	1
53	MULTIMEDIA, DIGITAL VIDEO CAM CORDER	1
54	MULTIMEDIA, DIGITIZED VIDEO CONVERTER (VIDEO CONVERTER, SUCH AS A DAZZLE BOX)	1
55	MULTIMEDIA, DOCUMENT CAMERA	
56	MULTIMEDIA, FLASH MEMORY CARD READER	1
57	MULTIMEDIA, INTERNAL CD-ROM OR DVD-ROM	30
58	MULTIMEDIA, CD-RW DRIVES, INTERNAL/EXTERNAL	30
59	MULTIMEDIA, LASERDISK PLAYER	1
60	MULTIMEDIA, MOVIE BUNDLE, INCLUDING VIDEO EDITING SOFTWARE AND VIDEO CAPTURE CARD	1

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No.	Item	Quantity*
61	MUTIMEDIA, MP3 PLAYER	1
62	MULTIMEDIA, PROJECTION UNITS	1
63	MULTIMEDIA, VIDEO CAMERA	1
64	MULTIMEDIA, VIDEO CAPTURE CARDS	30
65	MULTIMEDIA, PROJECTOR/CAM CORDER	1
66	MULTIMEDIA, VIDEODISK PLAYER W/REMOTE/BARCODE WAND	1
67	MULTIMEDIA, ZIP OR JAZZ DRIVE , ZIP-CD REWRITABLE DRIVE AND MEDIA	30
68	MULTIPLE HOLE-PUNCH, ADJUSTABLE	1
69	NETWORK CABLE TESTER	1
70	OVERHEAD PROJECTOR, HI-INTENSITY W/STAND	1
71	PERSONAL DIGITAL (DATA) ASSISTANTS (E.G., PALM PILOTS, POCKET PCS)	30
72	PERSONAL DIGITAL ASSISTANT (PDA) ACCESSORIES (SUCH AS PORTABLE KEYBOARD, USB HOTSYNC CRADLE, PORTABLE SYNC CABLE, STYLUS, CARRYING CASE)	30
73	PLOTTER	1
74	POCKET PCs (PERSONAL COMPUTERS)	30
75	PRINTER STAND	15
76	PRINTER SWITCHBOX	15
77	PRINTER, INK JET, REGULAR OR COLOR, LETTER QUALITY	15
78	PRINTER, LASER (REGULAR OR COLOR)	15
79	PRINTER, LASER, NETWORKING SYSTEM (REGULAR OR COLOR)	5
80	PRINTER, NEAR LETTER-QUALITY OR LETTER-QUALITY (REGULAR OR COLOR)	15
81	PROJECTION SCREEN, 70" X 70"	1
82	REFERENCE TEXTS, IN SETS OF 5	5
83	SCANNER, W/OCR CAPABILITIES	1
84	SERVER INSTALLATION, INCLUDING ALL CONNECTORS, SWITCHES, AND CABLING NEEDED BY SYSTEM	1
85	SHREDDER	1
86	SMART BOARD	1
87	SOFTWARE, ANIMATION	1
88	SOFTWARE, AUTHORING	1
89	SOFTWARE, CAI BASIC SKILLS DEVELOPMENT	1

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No.	Item	Quantity*
90	SOFTWARE, CD-ROM	1
91	SOFTWARE, ACCOUNTING AND FINANCIAL MANAGEMENT	1
92	SOFTWARE, COMMUNICATIONS	1
93	SOFTWARE, DATA ENTRY	1
94	SOFTWARE, DATABASE MANAGEMENT	1
95	SOFTWARE, DESKTOP PUBLISHING	1
96	SOFTWARE, DIGITAL AND AUDIO CLIPS	1
97	SOFTWARE, EXPERT SYSTEM	1
98	SOFTWARE, FILE CONVERSION FOR SCANNER	1
99	SOFTWARE, GRAPHICAL USER INTERFACE FOR NETWORKS	1
100	SOFTWARE, GRAPHICS	1
101	SOFTWARE, HANDWRITING RECOGNITION	1
102	SOFTWARE, HTML EDITORS	1
103	SOFTWARE, INTEGRATED MULTI-APPLICATIONS	1
104	SOFTWARE, INTERNET NAVIGATION, INTERNET WEB SITE AUTHORIZING TOOLS, AND INTERNET UTILITIES	1
105	SOFTWARE, KEYBOARDING	1
106	SOFTWARE, MOVIE PRODUCTION	1
107	SOFTWARE, MULTIMEDIA	1
108	SOFTWARE, PHOTO/PAINT	1
109	SOFTWARE, PODCAST	1
110	SOFTWARE, PRINTER FONTS	1
111	SOFTWARE, PROGRAMMING LANGUAGES	1
112	SOFTWARE, PUBLISHING	1
113	SOFTWARE, SCANNER	1
114	SOFTWARE, SERVER/NETWORKING SOFTWARE	1
115	SOFTWARE, SIMULATION	1
116	SOFTWARE, SPEECH RECOGNITION (VOICE INPUT) March 2003 versions or later	1
117	SOFTWARE, SPREADSHEET	1
118	SOFTWARE, TEACHER LAB MANAGEMENT	1
119	SOFTWARE, UTILITIES AND ANTI-VIRUS	1

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120	SOFTWARE, VIDEO EDITING	1
121	SOFTWARE, WEB CREATION TOOLS	1
122	SOFTWARE, WEB DESIGN	1
123	SOFTWARE, WORD PROCESSING, W/SPELLER & THESAURUS	1
124	SPEECH RECOGNITION HEADSETS (QUALITY NOISE CANCELLATION)	
125	STANDS, KEYBOARDING/BOOK/DOCUMENT	1
126	STYLUS	30
127	TELEPHONE, W/MODULAR JACK (AND DEDICATED LINE FOR INTERNET CONNECTION) STANDARD OR PORTABLE	1
128	TELEVISION, CART, 44" MINIMUM WITH ELECTRIC ASSEMBLY AND SAFETY STRAP	1
129	TELEVISION, CONVERTER/PROJECTION DEVICE	1
130	TELEVISION/VCR (VHS, 4 HEAD)	1
131	TELEVISION, S-VIDEO INPUT JACK, 27" MINIMUM	1
132	TRIPOD	1
133	TVATOR W/REMOTE, ANTEC SCAN CONVERTER	1
134	TYPEWRITER, ELECTRONIC	1
135	UNINTERRUPTED POWER SUPPLY (UPS)	30
136	USB DRIVES	30
137	USB DRIVES, FOUR PORT	30
138	VIDEO FILE SERVER	1
139	WEB SERVER	1
140	WEB CAM	1
141	WIRING, ELECTRICAL FOR NETWORKED LABORATORIES	30
142	WORKCENTER (ALL-IN-ONE UNIT TO PRINT/SCAN/COPY/FAX)	1
143	WORKSTATION, DESK OR COMPUTER WORK CENTER	30

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